

# EXHIBIT D

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**Sent:** 2/21/2018 3:04:25 PM  
**To:** Rhesa Welch [rwelch@starbucks.com]  
**Subject:** Scheduling Compliance Updated  
**Attachments:** Scheduling Compliance Checklist - Key Notes.docx

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## Scheduling Compliance Checklist - Key Notes

Schedules- **Partners must be provided notice 14 days before the first day of any new schedule. 3 weeks posted confirmed by time stamp**

- Each day past Monday triggers predictability pay for less than 14 days' notice
- Adjusted schedules attached to original
- DM Business Card posted on schedule board - **Schedule Board is required for all stores**

Schedule Change Log- **required for all stores (lateness, call-outs)**

- In place with required signatures (including partner and supervisor or manager) and reason codes
- Not a substitution for Punch Communication Log

Available Open Shifts - **requirement before hiring**

- Posted near schedule with posting date (upper left-hand corner)
- Previous postings retained in store or emails reflecting "No Available Open Shifts"

Predictability Pay & Period of Rest Violations

- GLS reflect predictability payments that were reflected by Schedule Change Log (reason code 2 & 3)
- Rest Between Shifts Report worked and payments submitted in GLS
- Payments do not automatically apply for Period of Rest violations

Compliance Notices - **order by emailing [laborlawposters@starbucks.com](mailto:laborlawposters@starbucks.com)**

- Labor Law posters visibly posted in BOH

Good Faith Estimate Form

- On file for every new hire and transfers that occurred after 11/26/17

File Retention - Utilize binder for organization

- Schedules
- Schedule Change Logs
- Available Shift Postings/No Available Shift emails
- Partner Acknowledgement Letter (partner file)